CONFIDENTIAL

18 DEC 1959

Machine Division, OCR

TOP TEN PROGRAMS
(Utilizing Over [ ] Machine Hours)
1 March - 30 September 1959

25X1

25X1

Hours

1. Intellofax
2. IR ICF
3. Minicard
4. Book Orders
5. GR Spot Index
6. Gazetteer

25X1

7. [ ]
8. Microfilm Aperture
9. GR Film Index
10. ORR Time Study

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25X1

EAM PROGRAMS, MACHINE DIVISION, OCR

(1) Intellofax

25X1

Volume--Certain factors are working to decrease the volume of machine requirements, such as a decrease in number of intellofax requests. In the 9 May 1958 report of the Intellofax Task Team the volume was given at [   ] Requests for the quarter ending 30 June 1959 numbered [   ] and for 30 September 1959, [   ]

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Factors causing the decrease in requests were found to include the following:

(a) Analysts have built up their own files.

(b) More Soviet handbooks (annual statistical summaries on various industries and agriculture) and other open literature are becoming available.

(c) Lack of faith in completeness of references furnished.

(d) Unmanageable amount of material to review.

Certain factors, such as the training of JOT's in use of Intellofax OCR's brochures, the Composite Group approach to handling requests, etc. may stimulate somewhat requests in the future. However, the biggest factor in requirements on the program is input. Incoming documents are continuing at about the same high level, but the fact that the Air Force (which is doing some coding for us) develops more codes per document means more cards to punch. Cards punched in first quarter F.Y. 1960 were [   ] against [   ] the previous quarter, although total cards for the Machine Division went down.

25X1

Speed--Personal interviews indicate requirements have not changed appreciably since May 1958 when Task Team reported only 10% of analysts considered system too slow. Furthermore, the machine part of the system is only one of the factors in delays; e.g. one analyst cited the time to get the request through his own area as part of the delay. Most users are in research work, where time is not too important a factor. One reports officer suggested that education could eliminate some of the objections to time taken, such as better planning.

OCI doesn't use the system for a number of reasons, including lack of knowledge that the system exists. However, interviews show that even those who are familiar with it, find its application unsuitable to current intelligence. This is not due so much to lack of speed of service as to the lack of currency of material put into the system.

<u>Quality</u>--Although interviews confirmed the Task Team's findings that most users found the cards or tape runs satisfactory (except for the usual criticizm of too many documents and missing documents), some suggestions are as follows:

(a) Inclusion of cables might encourage use by Current Intelligence Officers.

(b) Minor items of an operational nature are not coded.

(c) Army and Navy Reports are only coded by title--should include content, which may have operational material.

(d) Area breakdown--too large.

(e) Problem of spotting duplicates and furnishing sub-totals should be possible by machine method.

(2) <u>IR--ICF</u>
(USSR Industrial Installations)

25X1

No radical change in requirements expected, but probably some increase. Program is primarily for use by IR, but indexes are furnished, about once a year to selected users. Changes are made on IBM cards but not furnished users. IR personnel feel present product is satisfactory and a change to tape or other methods would have some disadvantages to them. However, if feasible from all standpoints, there would be advantages to the user in either receiving updatings to annual listings or in eliminating annual listings and issuing updated special listings on request.

(3) <u>Minicard</u>

25X1

Detail cards are destroyed after summary cards are prepared. This program is for testing Minicard system and should be completed early in 1960.

(4) <u>Book Orders</u>

25X1

Requirements have reached a plateau unless further refinements are added or the system is used for bibliographies. At present it is used to provide allottees data covering cost centers under their jurisdiction. With present equipment the Comptroller's deadlines have been difficult to meet, requiring hand-carrying of reports.

(5) <u>GR Spot Index</u>

25X1

This program has high machine requirements primarily on the basis of input. Output is small and consideration was given to giving it up and reverting to manual, but Vital Materials requirements were used to justify continuance.

(6) Gazeteer

25X1

The Gazeteer programs requirements should continue as about in the past both as to volume and special requirements such as having punch operators work with professionals at the Colonial Hotel. The AD/BI is very satisfied with the product on present equipment, and the punched cards are lent to various agencies and other governments for use on their machines.

25X1

This program is composed of several files, for both internal and external use, and requirements are increasing. Reports are being coded currently and also reports going back five years are being coded for punching. They are half through 1957 now.

(8) Microfilm--Aperture

25X1

These cards are used as a working deck in preparation of aperture cards and a deck is furnished NSA. There is a 7-day lag from time report is received until aperture card received in Circulation Branch. Although there is no overall problem on speed, a small percentage of the time a Searching Staff pulls a copy from processing channels for reproduction to serve an urgent request. Amount of material not indexed is going up but document flow on film is about the same.

(9) GR Film Index

25X1

Large increase in machine time from last quarter F.Y. 1959 to first quarter F.Y. 1960 is due primarily to purging of five years of obsolete films; but in the future only one year at a time will be purged. However, there is also some indication of an increase in requests for photo-tapes, which will have a corresponding effect on requirements.

(10) ORR Time Study

25X1

This is an administrative type program, comparable to the Book Order Program and not for intelligence purposes.

Branch chiefs are being contacted to determine value of the program. If program is continued, Machine Division will cut down on number of copies produced as they are not all used by ORR. The Chief, Planning and Review Staff, was urged to determine also from Branch Chiefs the need for monthly reports and for the degree of detail provided.

The monthly detail summary report is not furnished to ORR but due to machine limitations must be accumulated monthly to furnish quarterly reports.

Other Programs of Interest

25X1 [   ] Program--The originator of this program is now dead and the Machine Division is trying to get a decision on disposition of the file.

IR-Product Codes--Discontinued; being retired.

ORR-Target Data Inventory--This is used for yearly alert exercise. Air Force will use EDPM for war games.

IR-Questionnaire--This program is practically complete except for a few special runs.

25X1

LCD Contact Reports--A small program with some growth predicted. DD/P would be interested in having names in text of reports listed.

Card Catalogue--Program dropped.

Economic Defense List--Program dropped.

General Comment

Although certain programs have been or will be dropped, these requirements tend to be offset by gradually increasing requirements of some of the other programs. Machine time for the first quarter of F.Y. 1960 was 25X1 [   ] less than the last quarter of F.Y. 1959. This is probably due more to the additional end of the fiscal year requirements than to an overall decrease in requirements.

25X1

(Chief, MHAD, (DD/I Area)